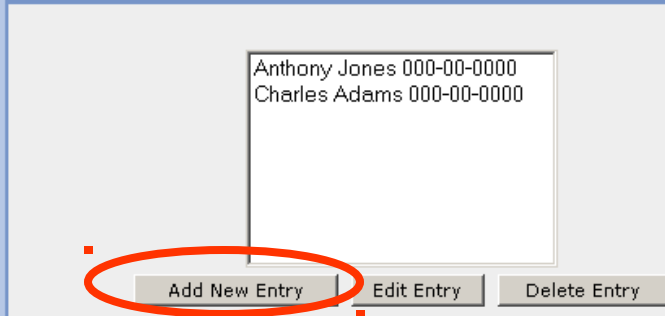# NAVIGATING THROUGH WESS

- **ADD/EDIT/DELETE**

- **SEARCH**

- **CHECK BOXES**

- **NARRATIVE ENTRY**

- **DROP DOWN MENUS**

WESS Multiple-Entry Features

☑ In some mishap events there may be multiple people and pieces of equipment involved, perhaps from different activities, at different locations, and a variety of circumstances.

  ☐ Customers will be asked for the UIC/RUC/MCC of each POC, person, location, involved activity, and piece of equipment.

  ☐ This ensures all aspects of a complex mishap event are captured.

  ☐ With that level of detail we can account for one mishap event yet pull data on each involved person, property and activity.

☑ To capture these "multiple" circumstances WESS uses AED or Add/Edit/Delete screens.

"Add / Edit / Delete" Functions

Involved People - Include all people in any way involved in the mishap, injured or not.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000

[Add New Entry] [Edit Entry] [Delete Entry]

This is an Add / Edit / Delete screen. To use this screen:
- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

At left, A Typical "Add/Edit/Delete" Screen is Shown.

In this example, a third injured person is to be added to this event report.

Click the "Add New Entry" Button. A new Involved Person – General Information screen will immediately appear

"ADD" Data Function

Involved Person - General Information (page 1)

Last Name * `Cunningham`
10 characters left

First Name * `George`
14 characters left

Middle Initial `T`
0 characters left

SSN `999-99-9999` *Format is 123-45-6789*
0 characters left

DOB `9 January 1970` [Select] [?] [Reset Calendar] OR age [ ]
3 characters left

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN] [Next]

Required Fields are identified with Asterisks.

WESS will ask for entry of additional information re: specific identifiers, injury, etc. relevant to this individual in subsequent screens when the user selects the next button. However these screens will be shown in a subsequent training presentation.

"ADD" Data Function

Involved People - Include all people in any way involved in the mishap, injured or not.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999

| Add New Entry | Edit Entry | Delete Entry |

This is an Add / Edit / Delete screen. To use this screen:
- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

The new personnel entry is now displayed.

"EDIT" Data Function

Involved People - Include all people in any way involved in the mishap, injured or not.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999

[Add New Entry] [Edit Entry] [Delete Entry]

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

To Edit a previous entry, simply highlight the item

And Click on the "Edit Entry" button.

In this example, the next screen, Personnel Information, will immediately appear.

"EDIT" Data Function

Involved Person - General Information (page 1)

Last Name * [Cunningham]
10 characters left

First Name * [George]
14 characters left

Middle Initial [T]
0 characters left

SSN [999-99-9999] *Format is 123-45-6789*
0 characters left

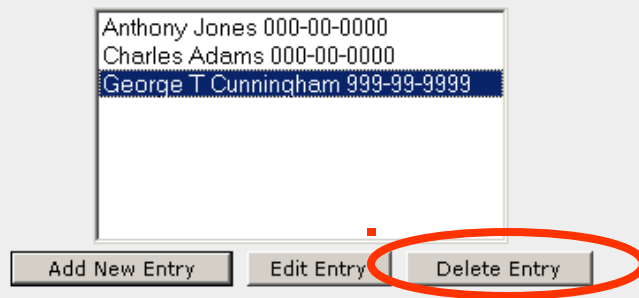DOB [9 January 1970] [Select] [?] [Reset Calendar] OR age [ ]
3 characters left

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN] [Next]

Make any Changes needed in the data fields.

Click "Next" to edit any additional data for this individual

"DELETE" Data Function

Involved People - Include all people in any way involved in the mishap, injured or not.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999

Add New Entry | Edit Entry | Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

If an entry in a list requires deletion, simply click on the item to highlight it.

Then Click the "Delete Entry" button.

The Screen will no longer display the entry AND

All other data in the event report associated with the deleted entry is also

Using the "Search" Function

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

UIC/MCC/RUC of Reporting Activity

▶Help

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number 63393   Activity Name [   ]   [Search]

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN]   [Next]

For Example,

To Search for a UIC, enter either the numeric code or Activity name, short title or name fragment.

Click "Search"

"Search" Results

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

UIC/MCC/RUC of Reporting Activity

▶Help

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number [63393]   Activity Name [   ]   [Search]

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

[Reset] to no selection

⦿ NAVAL SAFETY CENTER NORFOLK VA - N63393

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN]   [Next]

WESS will search for the information you entered and compile a list of corresponding Command Names or UIC/MCC/RUCs.

Click on the radio button adjacent to your selection, and

Click "Next"

Sample "Search" By Command Name

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and

Click "Next"

Search Tip: The asterisk (*) Wild Card is Useful when searching by text. Note that "Naval Center" locates only commands having those exact words in sequence, e.g. "Naval Center for Excellence".

"Naval*Center" locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval

UIC or MCC/RUC Number [   ]   Activity Name [Naval*Center]   Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

Reset to no selection

- CAMP DAVID NAVAL ICE CENTER COMPONENT (AVN) - N35931
- LNO NAVAL OCEAN SYSTEMS CENTER - ML9S87272
- NATIONAL NAVAL DENTAL CENTER BETHESDA MD - N0608A
- NATIONAL NAVAL DENTAL CENTER TRAINING BETHESD - N48463
- NATIONAL NAVAL MEDICAL CENTER BETHESDA MD - N00168

☑ "Check Boxes"

Mishap Data Entry

Mishap Involved (Check all that apply to this event. These selections will determine which sets o[...]

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☑ During Formal Training
- ☐ HRST Techniques
- ☐ Motor/Recreational Vehicle (Private)
- ☑ Motor/Tactical Vehicle > $5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☑ Property Damage (Non-US Govt. Owned) > $20K Caused by Govt.
- ☑ Property Damage (US Govt. Owned) > $20K
- ☐ Recreational or Off-Duty (Select PMV For Recreational Vehicle Mishaps)
- ☐ Ship/Sub/Craft/MSC Vessel
- ☐ Shore/Ground/Shipyard
- ☐ None of the above

Was there an Injury, Illness, or Fatality involved in the event [Yes ▼]

Report will be saved each time the user advances to the next screen.

Check Boxes are often used when selecting from a list of properties that are NOT mutually exclusive.

Always Check All That Apply.

Mishap Example

A Heavy Equipment Operator in a Training Course collides with a $30K privately owned SUV, sending it over an embankment. Note that at least 4 separate selections apply at left.

▽"Drop-Down Menus"

Type of Mishap

Type of mishap

Lost/Missing At Sea
Man Over The Side (No Water Entry)
Man Overboard (Water Entry)
Material Handling Equipment
Occupational, Non-industrial
Ordnance-related (Explosive)
Ordnance-related (Non-explosive)
Other Event Or Mishap Type N.e.c.
Parachuting
Pt/Prt/Pft/Pfa Related
Recreational

Type of Mishap

Type of mishap Material Handling Equipment

Drop-Down Menus are used when selecting from a long list of items to ensure consistent, retrievable data.

Click the Down Arrow and a menu opens. Scroll down the list or type in the first letter until the proper entry is located.

Highlight your selection, and Click. The menu will disappear and your selection will display in the field.

In the event that None of the Menu Choices apply, select "Other", and Explain the details in the narrative field.

Narrative Data Entries

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Event Narrative / Lessons Learned / Recommendations

▶Help

Event Narrative / Lessons Learned / Recommendations

Who, What, When, Where, How

Check Spelling

Do not use personal identifiers, names of people, places, or commands in the narrative to avoid privacy issues.

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN   Next

Describe the circumstances or chain of events that resulted in the mishap.

Narrative Fields are not restricted in size, unless indicated.

The Narrative should contain any Lessons Learned, as well as Recommendations for Corrective Action or Prevention.

Narratives must <u>NOT</u> contain Privileged information, or personnel identifiers, e.g. Name, SSN, etc, subject to the Privacy Act.